

C-O-N-F-I-D-E-N-T-I-A-L

6 JUN 1958

From : Acting Chief, Records Management Staff

Subject: Unused and Seldom Used Safes and Misuse of Form 108

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1. This Staff recently examined over 3,000 Security Check Sheets (Form 108) used by Operating Offices and turned into the Office of Security in accordance with Regulation You may be interested in these findings:

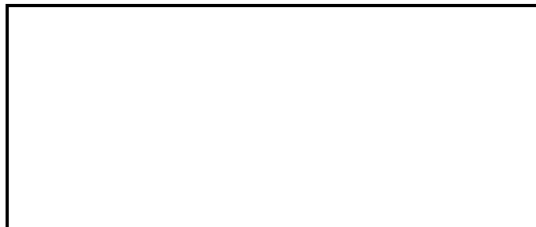
a. Only one side of the check sheet was used for about ten percent of the forms.

b. Many offices type the month and date for each day on the check sheet, a clerical operation considered unnecessary, and in conflict with the security requirement that each opening and closing of a safe during the day shall be recorded.

c. About 20 safes apparently were never opened during periods of over 30 days, 44 safes probably were not opened for like periods, and 86 safes were opened only once or twice some months. (If indicated below, check sheets on those safes in your area are attached.)

2. Since this survey was only a sampling, I have no way of indicating to you whether these conditions are prevalent throughout your area. However, our findings would seem to justify your further examination of the use of safe cabinets and check sheets.

3. I hope this information will be of value to you. Please let me know of any results from whatever action you take.



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